

# The Friendly Neighborhood Bank

1. Name of the financial institution.
2. December 30, 1999
3. Administrator of Local Agency Security Program  
PO Box 942809  
915 Capitol Mall, Room 101  
Sacramento, CA 94209-0001
4. Weekly Report of Local Agency Deposits **as of: December 29, 1999.**
5. CID: 7200

6.	<b>Pool # 1</b> <i>x 110%</i>	<b>Pool # 2</b> <i>x 150%</i>	<b>Pool # 3</b> <i>x 105%</i>
7. Total Deposits & Accrued Interest	\$91,350.00	\$340,000.00	\$1,575,000.00
8. Less Waivers	\$87,000.00	\$150,000.00	\$500,000.00
9. Less Interest	\$4,350.00		\$75,000.00
10. Less Uncollected Funds	\$0.00	\$50,000.00	\$0.00
11. Total Secured Deposit	\$0.00	\$140,000.00	\$1,000,000.00
12. Minimum Collateral Required	\$0.00	\$210,000.00	\$1,050,000.00
13. Market Value of Pledged Securities	\$0.00	\$195,000.00	\$2,650,649.00
14. Excess/ <b>(Deficiency)</b> in Pledged Collateral	\$0.00	<b>\$(15,000.00)</b>	\$1,600,649.00

15. The Securities for Pool #1 are deposited with  
The Mortgages (RENs) for Pool #2 are deposited with  
Pool #3 consists of Letters of Credit from the Federal Home Loan Bank of San Francisco.

16. Report prepared by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

17. \_\_\_\_\_  
Authorized Signature  
  
\_\_\_\_\_  
Please Print Name and Title
- \_\_\_\_\_  
Authorized Signature  
  
\_\_\_\_\_  
Please Print Name and Title

**Note: It is not necessary to number the various items when completing your reports. The numbers are included only as a reference for the instructions included with this example.**

## Instructions for Completing Weekly Reports

1. Please submit weekly reports on your institution's letterhead. If your institution does not have letterhead, please include the name of your institution here.
2. This is the date the report was prepared.
3. Send the report and other correspondence pertaining to the Local Agency Security Program to this address.
4. The information contained in the weekly report is as of the close of business each Wednesday.
5. Put the CID number on this line. CID stands for Computer Identification number. If your depository has local agency deposits, a CID has been assigned to your institution.
6. Pool Numbers. There are three classes of securities for deposits: Pool 1, Pool 2, and Pool 3. Please refer to Government Code 53632.5. Also, refer to item 12 below.
7. This is the total amount of all Local Agency deposits and all accrued interest.
8. The treasurer of a local agency may waive security on the portion of a deposit that is insured pursuant to federal law. **The waiver of security is not automatic. The financial institution must obtain the waiver from the treasurer of the local agency. See Government Code Section 53653.** *The amount waived will never exceed the amount of the deposit.* Example 1: Suppose there is a deposit of \$250,000. The treasurer waives security for \$100,000. The remaining amount of \$150,000 is required to be secured. Example 2: Suppose there is a deposit of \$85,000. Since the entire deposit is insured pursuant to federal law, the treasurer may waive security on the entire amount.
9. The treasurer of a local agency may also waive security on the interest accrued on local agency deposits. **Before subtracting interest accrued from the total deposit, consult Government Code Section 53653.**
10. Uncollected funds are excluded from the amount deposited when determining the security requirements for each deposit. See Government Code Section 53652 and The California Code of Regulations (CCR) Title 2, Division 4.5, Section 16001.5.13.
11. This is the amount that is required to be secured. This line is equal to the Total Deposit, minus allowable waivers and interest, and uncollected funds (Line 11 = Line 7 minus Lines 8, 9, and 10).
12. The minimum collateral required depends upon the type of security pool. Suppose the total secured deposit is equal to \$100,000.00. If pool one securities are used, the minimum collateral would be \$110,000.00, (\$100,000.00 x 110%). If pool two securities are used, the minimum collateral would be \$150,000.00, (\$100,000.00 x 150%). If pool three securities are used, the minimum collateral would be \$105,000.00, (\$100,000.00 x 105%).
13. Put the market value of pledged securities on this line. See Government Code Section 53652.
14. Subtract Minimum Collateral Required (line 12) from Market Value of Pledged Securities (line 13) and put the excess or deficiency.
15. Use this area of the report to inform Local Agency Security personnel of your Agent of Depository for each pool. If your institution does not have a security pool, this information is not required on the report.
16. Put the name, title, and phone number of the person who prepared the report.
17. Two authorized officials are required to sign the report. Print the name and title of each individual who signed the report.